CASEPOINT

| User Manual |

https://casepoint.han.wisc.edu

Last updated on January 4, 2005
Ver. 1.2

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Common Keyboard Shortcuts:

Ctrl+C Copy	**Ctrl+X** Cut	**Ctrl+V** Paste
Ctrl+P Print	**F5** Refresh Page	**Ctrl+Z** Undo
Arrow Keys Scrolls page up and down		**Enter Key** Activates a link
Tab Moves cursor one field forward		**Shift+Tab** Moves cursor one field back

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What Is CASEPOINT?

INTRODUCTION

What is CASEPOINT?

- CASEPOINT is designed as a web based Electronic Reporting System for Medical Examiners and Coroners in Wisconsin to document and collect important real time injury related information at the local and state level that is of interest to various State Agencies, including the Department of Transportation, Department of Health & Family Services, Department of Commerce, and other state agencies and organizations.

Who developed CASEPOINT?

- CASEPOINT was developed by the Division of Information Technology (DoIT) at UW-Madison for the Wisconsin Department of Health and Family Services (DHFS), Division of Public Health (DPH), and the Bureau of Community Health Promotion (BCHP) in cooperation with statewide Medical Examiners and Coroners, as well as other statewide agencies and departments.

CASEPOINT Security and Confidentiality

- Protecting the privacy and rights of clients and the security of information contained in CASEPOINT is a high priority for the DHFS, DPH. Access to CASEPOINT is limited to local Medical Examiners/Coroners and their authorized agents, and state agencies and organizations who have signed a Confidentiality and Security Agreement. Demographic (non-health) information is shared in a statewide registry database. All health information is maintained in a secure local organization database. Breach of confidentiality will result in removal of user's access and may result in civil or criminal penalties for improper disclosure of health information.

CASEPOINT ORGANIZATION

See Figure 0 below to get familiar with the 3 main sections of CASEPOINT

The **title bar (1)** contains the CASEPOINT logo and *Logout* link.

The **menu bar (2)** is divided into two groups of four links—the second group will appear when working with a case. The blue links at the top of the menu bar provide access to each of CASEPOINT's primary functions, while the gold links below are case specific (in other words, you will use these to navigate, view and manipulate individual cases). The *Case Categories* link* expands to reveal links to the fourteen case categories that make up a given case.

The **display area (3)** is where you will enter and view all case information. Clicking on a case category from the menu bar causes the display area to change to that category.

Figure 0 – CASEPOINT organization

Logging into CASEPOINT

Access to the CASEPOINT application requires three secure levels of authorization:

1. Wisconsin User ID approval via Wisconsin.gov's Web Access Management System (WAMS)

2. Approved access to the Wisconsin Health Alert Network (WI HAN)

3. Specific role-based approval from a CASEPOINT administrator

Logging into CASEPOINT
REGISTERING FOR A WAMS ID

A Wisconsin User ID (WAMS ID) provides restricted access to many shared data applications and is required to access any of the Wisconsin Public Health Information Network (WI PHIN) components, including the WI HAN and CASEPOINT. Following these steps will get you started:

1. Travel to the Wisconsin Health Alert Network's home page: **https://www.han.wisc.edu**

2. Click on the **Register** tab

3. Follow the instructions located under the "To Register:" heading (detailed instructions available at: **http://www.hanplus.wisc.edu/tutorial/wams**)

Logging into CASEPOINT
REGISTERING WITH WI HAN

Before proceeding, verify that you have successfully completed the Wisconsin User ID (WAMS ID) registration procedures summarized on page 7. Then:

1. Return to the WI HAN home page: **https://www.han.wisc.edu**

2. Click on the *Register* tab

3. Enter your WAMS ID and password into the *User ID* and *Password* fields

4. Follow the on-screen instructions to complete the HAN profile (detailed instructions available at: **http://www.hanplus.wisc.edu/tutorial/wams**)

Logging into CASEPOINT
CASEPOINT ADMIN APPROVAL

You will not be able to log into the CASEPOINT application until a CASEPOINT administrator has granted you access rights. Once rights have been granted, you will have permission to log in at the address below.

CASEPOINT Web Address:

https://casepoint.han.wisc.edu

The features you will have access to will vary depending on your role and needs in the system. Return to the index of this document to learn more about each feature.

Note: When you are finished with your work, please remember to log out of the system using the *Logout* link in the top right hand corner of the page.

TIP!

While using CASEPOINT, you may encounter the following notice when using your Web browser's 'Back' button. This is completely normal and is caused by the need to retrieve the newest data from the system rather than the old data.

Warning: Page has Expired

The page you requested was created using information you submitted in a form. This page is no longer available. As a security precaution, Internet Explorer does not automatically resubmit your information for you.

To resubmit your information and view this Web page, click the **Refresh** button.
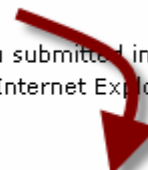
✓ If you see the above message, click your browser's **Refresh** button or press the **F5 key** on your keyboard, then click **Retry** to reload the page

Adding a New Case

Adding a New Case
DUPLICATE SEARCH

- ✓ Once you have logged into CASEPOINT, you will see the home page depicted in Figure 1

- ✓ Start by clicking on **Case Add**
  Note: *Only users with Coroner roles will have this option*

Figure 1 – CASEPOINT home page

- ✓ Before adding your case, you must check to see whether a similar case has already been entered into the system

- ✓ To do this, simply fill out as much information as you know in the fields provided under the *Duplicate Case Search* heading depicted in Figure 2
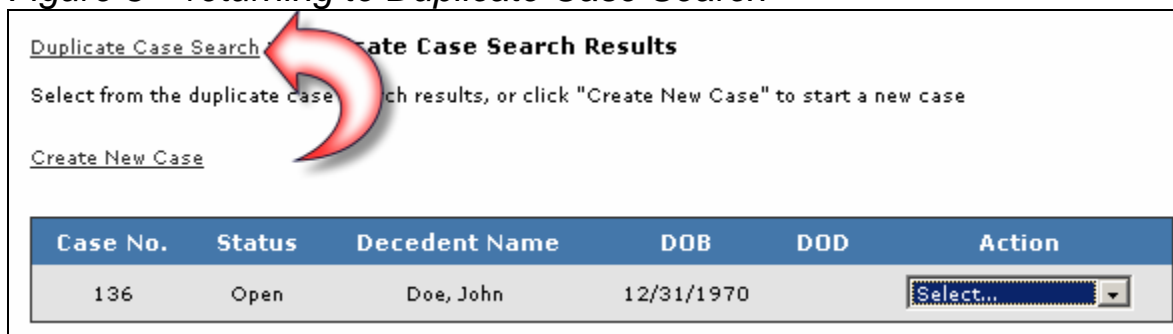
Figure 2 – Duplicate Case Search

✓ The more information you provide, the narrower your search will be

✓ Click **Submit** when you have entered everything you know

Note: Clicking the **Reset** button will clear all fields

▼ IF DUPLICATES ARE FOUND ▼

✓ You will be presented with a list of all the cases in the database that match the information you provided

✓ You will also see the following information for each case:
- *Case Number*
- *Status (open, closed, inactive or reopened)*
- *Decedent Name*
- *DOB*
- *DOD*

✓ You now have two options. You may:

1) Return to the *Duplicate Case Search* page and submit a new query by clicking the **Duplicate Case Search** link depicted in Figure 3

Figure 3 – returning to Duplicate Case Search
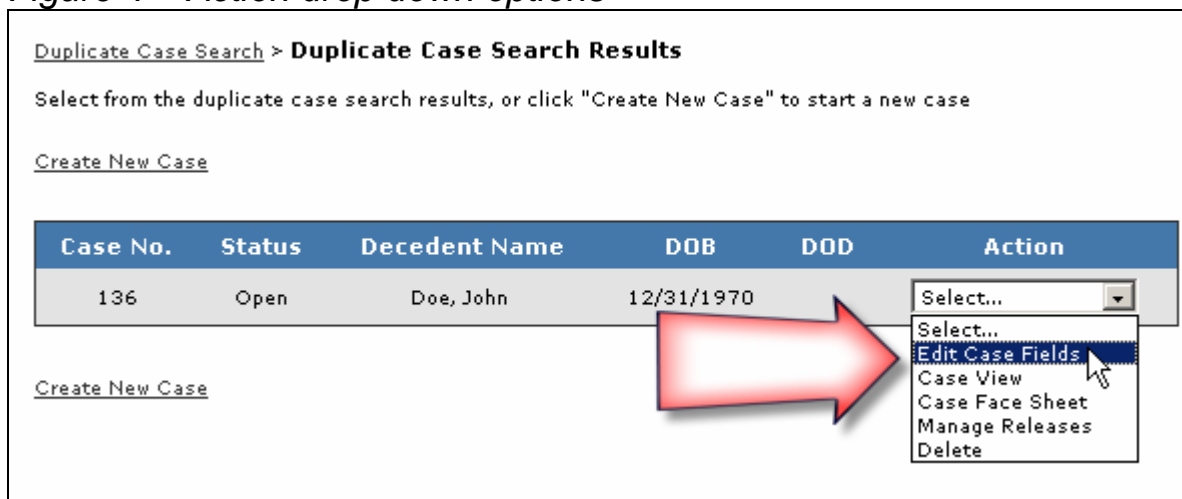
- OR -

2) Select one of the options in the **Action** drop down menu depicted in Figure 4.

- For example: to add or edit information for a case, a user would select the **Edit Case Fields** option.

Figure 4 – Action drop down options

Note: This section focuses on adding new case data.
Learn about the other coroner action options starting on page 38

▼ IF DUPLICATES ARE NOT FOUND ▼

✓ If duplicate cases are not found, you have two options.
You may:

1) Return to the *Duplicate Case Search* page and submit a new query by clicking the **Duplicate Case Search** link

- OR-

2) Create a *New Case* by clicking on either of the two **Create New Case** links (skip to *Data Input* section below)

Figure 5 – Create New Case links

Adding a New Case
DATA INPUT

✓ Now you are ready to start entering information about your case

✓ You do this by selecting a given field and typing or, if the field contains a drop down menu, clicking on the down arrow and then selecting one of the menu options (depicted in Figure 6)

Figure 6 – example of drop down menu options

✓ Other types of fields include check boxes and radio buttons

✓ Check boxes (☑) are used when multiple selections may be made, while radio buttons (◉) are used when only <u>one</u> of two or more options may be selected at a time

✓ In Figure 7, the fields above the *Wound Information* heading are radio buttons, while the fields below are check boxes

Figure 7 – radio buttons and check boxes

✓ To make things easier, CASEPOINT fields are organized into groups called *Case Categories*, which will assist you in documenting your cases

✓ There are a total of 14 *Case Categories*, all of which are listed on the menu bar located on the left side of the page (area ❷ in Figure 8, page 16)

✓ You may skip to <u>ANY</u> *Case Category* at <u>ANY</u> Time

Tip: Information that is entered on any Case Category screen is <u>automatically saved when switching from one Case Category to another</u>. You may click the ***Submit*** button at any time to manually save your data.

Note: Please provide as much information as you can

✓ When you create a new case, a *Case Number* will automatically be assigned.

✓ The Case Number will always be visible at the top of the page (shown in area ❶ of Figure 8), along with the decedent's name*, date of birth*, and the status of the case* (see page 20 for more information on case status')

* You must first enter and submit this information on the *Case Assignment* and *Decedent Information* case categories before it will be displayed. See "Submitting Information" on page 18.

✓ Area ❸ of Figure 8 is where the currently selected *Case Category* will be displayed

Figure 8 – important areas of CASEPOINT

Note: Underlined field titles are links to additional information about a given field (see Figure 9)

Figure 9 – underlined field title with additional info

Note: Some fields are automatically populated based on your HAN/WAMS registration information

✓ Some *Case Categories* are lengthy and/or are broken up into multiple S*ubheadings*. The *Decedent Information Case Category*, for example, is comprised of a *Decedent Information Subheading*, a *Parents Subheading*, a *Primary Physician Subheading*, a *Day Care Provider Subheading* and a *Siblings Subheading*

✓ *Subheadings* are bold and surrounded by a dark grey bar, as depicted in Figure 10.1

✓ All *Subheadings* include a **Back to Top** button (as seen in the bottom right corner of Figure 10.1). Clicking this will return you to the top of the page, saving you the trouble of having to scroll

Figure 10.1 – Case Category subheadings

✓ You can skip to any *subheading* quickly and easily using the drop down menu located at the top of each page (see Figure 10.2)

Figure 10.2 – "Jump to" drop down menu for subheadings

Warning: For security purposes, you will be required to re-submit your login information after an idle period of 60 minutes. Any information you have entered but not submitted will be lost!

It is recommended that you get in the habit of **submitting** modified information before leaving a Case Category screen, and especially when you will be away from your computer for any length of time, to prevent losing data.

Adding a New Case
SUBMITTING INFORMATION

✓ After filling out all or some of the fields in a *Case Category*, there are two ways to save the information you've entered. The first is to click the **Submit** button at either the top or the bottom of the page (see Figure 11)

Figure 11 – Submit button

✓ Alternatively, you may simply select another *Case Category* using the menu bar on the left hand side of the page. Your information **will be saved** and you may return to it at any time

Key Case Categories

Case Categories
CASE ASSIGNMENT

✓ The *Case Assignment Case Category* is comprised of two sections:
  1. *Case Assignment*
  2. *Incident Information*

Figure 12.1 – Case Assignment subheading

Case Number	Decedent	DOB	Status
161	Doe-Reme, Joan	11/01/2000	Open

Jump to | Case Assignment | ▶ Go

Reset   Submit

Case Assignment - Information regarding this case assignment   back to top

CASEPOINT Case Number	161
ME/Coroner Case Number	24-10
Case Status	Open
Notified Date	11 / 16 / 2004 mm/dd/yyyy
Notify Day	Tuesday
Notified Time	13 : 00 (eg: 09:09 or 18:00 - military time only)
Notified By	Police
Agency Name	DoIT - HAN
Agency Address	1210 West Dayton Street, Madison 53706
Agency Telephone	608-264-3648
Reporter Name	Select...
Reporter Title	Coroner
Reporter County	Dane
Reporter Phone	6085551234
Hours Spent on Call	2.5
Miles	15

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Case Assignment – continued

✓ The *CASEPOINT Case Number* field will automatically be filled with the case number the system has assigned to your case (see Figure 12.1)

✓ The *Case Status* field includes the following four options:

Closed	Final Cause and manner of death determined
Inactive	Remains under investigation (cold case)
Open	Current ongoing investigation, waiting for final determination
Reopen	New information on previously closed case

✓ The *Reporter Phone* field should be filled in WITHOUT any dashes, periods or other punctuation (see Figure 12.2).

Figure 12.2 – phone numbers entered with no dashes

Reporter Phone	6082774444
Hours Spent on Call	3

✓ The same holds true for all other fields requiring numeric data (social security, driver's license, etc.)

Case Assignment – continued

Figure 12.3 – Incident Information subheading

Note: From this point forward in the document, only partial screenshots of Case Categories will be used in order to conserve space.

✓ The *Decedent Information Case Category* contains questions regarding the decedent and, in the case of children, their parents and siblings

✓ This *Case Category* is comprised of five subheadings:
- Decedent Information
- Parents
- Primary Physician
- Day Care Provider
- Siblings

Figure 13 – Decedent Information Case Category

Note: only part of the form is shown above

- ✓ The *Decedent Age* field will automatically be populated after you fill in the *Decedent Date of Birth* field and submit the form

- ✓ The *Siblings* heading works differently than the others

  - Submit any unsaved information before proceeding
    To enter information about a sibling, simply click the **Add New** button depicted in Figure 14

  - Fill in the sibling's first name, last name and age, then click **Submit**

Figure 14 – adding a new sibling

- ✓ You will be returned to the top of the *Decedent Information* page. If you scroll back down to the bottom you will see that the information has been saved

- ✓ This information may be edited at any time. You will notice that now, in addition to the **Add New** link, there is also an **Update** link (see Figure 15)

Figure 15 – updating sibling information

- ✓ You may continue to add (and edit) as many sibling records as you need by repeating the above steps

- ✓ Each record will have its own **Update** link (see Figure 16), allowing you to edit only one entry at a time

Figure 16 – multiple siblings listed

✓ If you want to completely delete a sibling from the record, click
  Update, then **Delete** (see Figure 17)

Figure 17 – deleting a sibling from decedent information case category

Sibling	back to top
First Name	Greg
Last Name	Hamilton
Age	32
	Cancel Reset Submit Delete

Case Categories
DEATH DATA

Death Data	back to top
Person Type	☐ Suspect ☐ Victim
Victim Last Seen Date	☐ / ☐ / ☐ mm/dd/yyyy
Victim Last Seen Time	☐ : ☐ ○ AM ○ PM
Place of death	Select... ▾
Place of Death Address	[ ]
Place of Death City	[ ]
Place of Death State	Select... ▾
Place of Death Zip Code	[ ]
Place of Death County	Select... ▾
Date of Death	☐ / ☐ / ☐ mm/dd/yyyy
Time of Death	☐ : ☐ ○ AM ○ PM
Date Body Found	☐ / ☐ / ☐ mm/dd/yyyy
Body Found by	[ ]
Pronounced By	[ ]
Pronounced date of death	☐ / ☐ / ☐ mm/dd/yyyy
Pronounced time of death	☐ : ☐ ○ AM ○ PM
Additional Comments	[ ]

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Case Categories
AGENCIES • PERSONNEL

Agencies/Personnel	back to top
Law Enforcement Related	○ No ○ Yes
Death occured as a result of apparent use of force by law enforcement	○ No ○ Yes
Law enforcement agency name	Select... ▼
Secondary Agency	
Primary Officer Contacted	
Other Officers	
Time Notified	☐ : ☐ ○ AM ○ PM
Investigating Agency Case Number	
Law Enforcement Request to Hold Body	○ No ○ Yes
EMS at Scene	
Time Notified	☐ : ☐ ○ AM ○ PM
Transport to hospital	○ No ○ Yes
Resuscitative Efforts	○ No ○ Yes
Hospital Conveyed To	
By	
Institution where victim died	
Fire Department at Scene	
Time Notified	☐ : ☐ ○ AM ○ PM
Additional Comments	

Case Categories
LABORATORY

O v e r v i e w

- ✓ The *Laboratory Case Category* is quite different from the others

- ✓ Here, users may send *Lab Requests* to the Wisconsin State Lab of Hygiene (WSLH). Once completed by the WSLH, the results will be posted to the case

- ✓ When a user posts a *Lab Request*, he/she is actually posting a request to have a given laboratory perform certain tests on a supplied (set of) sample(s)

- ✓ The process of adding a lab request is very similar to that of adding a sibling in the *Decedent Information Case Category* (discussed earlier)

A d d i n g   a   L a b   R e q u e s t

- ✓ The first step is to click the **Add Lab Request** link (see Figure 18) from the Laboratory case category

Figure 18 – Adding Lab Request

Laboratory

Case Number	Decedent	DOB	Status
136	Doe, John	12/31/1970	Open

Add Lab Request

Currently, there are no lab requests for this case

- ✓ A *Lab Request* page will open in a new window (see Figure 19)

Figure 19 – Lab Request form

- ✓ You will notice that the *Status* of the report is set to *Pending* by default. The other options are *Cancelled* and *Sent to Lab*

- ✓ Choose **Pending** if you are not ready to post the request. You may come back and change this at any time

- ✓ If you are editing a *Lab Request* you posted previously, choosing **Cancelled** will recall it. The post will remain in the system but will not be visible to laboratories

- ✓ Choosing **Sent to Lab** posts the request to the system so that it is visible to whichever lab is specified in the *Laboratory* field

- ✓ There are a series of fields at the bottom of this page (beginning with *Reviewed by*) that are for laboratory use only (see Figure 20)

Figure 20 – Bottom of Lab Request

Drug Panel Type	
Reviewed by	
Date Reviewed	
Date Sent to Lab	☐ / ☐ / ☐ mm/dd/yyyy
Date of Preliminary Result	
Date of Final Result	
Amended	

Cancel   Reset   Submit

✓ Click the **Submit** button at the top or bottom of the form to continue

Editing an Existing Lab Request

✓ After you submit a Lab Request you can (depending on permissions):
- Add a specimen to the Lab Request (Figure 21, A)
- Edit the Lab Request (Figure 21, B)
    – Coroners and their staff, and Lab Administrators and their staff will have this function
- Delete the Lab Request (see below)
- Add another Lab Request (Figure 21, C)

Figure 21 – options after adding lab request

Laboratory

Case Number	Decedent	DOB	Status
136	Doe, John	12/31/1970	Open

Add Lab Request ← **C**

Request for: State Laboratory of Hygiene   **B** → Edit Lab Request

Status: Pending
Last Updated: 10/31/2004 10:54:14 PM
Subject ID: 332451
Lab Test Type: single sample saliva
Submitter: Thompson-test, Kevin
Add Specimen ← **A**

✓ To delete a lab report, click *Edit Lab Request* and then *Delete* in the popup window

Adding a Specimen to a Lab Request

- ✓ Adding a specimen is just like adding a lab request. Simply fill out the fields in the popup window and click **Submit**

- ✓ After you submit a specimen, you can:
  - Edit the specimen (Figure 22.1)
  - Delete the specimen (see below)

Figure 22.1 – editing a specimen

- ✓ To delete a specimen, simply click **Edit Specimen** and then **Delete** in the popup window

Figure 22.2 – editing a specimen (continued)

- ✓ Specimen Results are entered into the lab request by the laboratory (that was specified when the lab request was submitted)

✓ To add results to a specimen, search for the correct case and choose *View/Edit Lab Requests* from the drop down menu, go the Laboratory case category, locate the specimen, and click *Add Result* (shown in Figure 23)

Figure 23 – Adding Specimen Results to lab request (for labs only)

✓ Enter the specimen result details and click *Submit* to continue

    o The results are added to the case specimen

Case Categories
INJURY INFORMATION

✓ The *Injury Information Case Category* is comprised of eleven subheadings

- Injury Information
- Wound Information
- Consumer Product
- Motor Vehicle
- Poison
- Suffocation

- Instrument – General
- Instrument – Firearm
- Fall
- Drowning
- Fire/Burn/Electrocution
- Environmental Related Death

(screenshots not shown to save space)

Case Categories
MANNER & CAUSE OF DEATH

✓ The *Manner & Cause of Death Case Category* is comprised of three subheadings

- Manner & Cause of Death
- Suicide Circumstances
- Homicide Circumstances

(screenshots not shown to save space)

Case Categories
SIDS • INFANT DEATH

✓ The *SIDS / Infant Death Case Category* is comprised of seven subheadings

- Infant Information
- Present Health Data
- Scene Information
- Position of Infant

- Physical Appearance of Infant
- SIDS Information
- Fetus Information

(screenshots not shown to save space)

✓ The *Case Narrative Case Category* is comprised of two subheadings

- Case Files
- Case Notes

Figure 24 – adding case files and case notes

Adding Case Files

✓ From the Case Narrative case category, click **Add Case Files**

Figure 25 – browsing for a file to add to case narrative

✓ Click the **Browse** button, then select the desired file
✓ Add a description for the file, then click **Submit**

Editing or Deleting Case Files

> *Tip:* to edit a case file document, you may wish to first ***Download*** the attached document before clicking *Edit File*

- ✓ To edit either a case file document or its description, click ***Edit File*** from the main Case Narrative screen

  - Re-attach a new file by clicking the ***Browse*** button. You may also edit the description for the document

  - Delete an entire case file by clicking the ***Delete*** button

- ✓ Click ***Submit*** when finished (only applies to editing a case file)

Adding Case Notes

- ✓ From the Case Narrative screen, click ***Add Case Notes***

- ✓ Enter the desired notes and click ***Submit*** to save.
  - To edit or delete an existing note, click ***Edit Case Note***

Supplemental Case Categories

In addition to the key case categories listed in the previous section, users are encouraged to supply as much information as possible for the following supplemental case categories.

Case Categories
DISPOSITION

- ✓ The *Disposition Case Category* is comprised of two sections:
  - Disposition
  - Organ/Tissue Donation

    (screenshot not shown to save space)

Case Categories
NOTIFICATION OF DA

This case category contains the following fields:

- Name of DA Notified
- Notification Date
- Notification Time
- DA Request for Autopsy
- DA Request for Medical Certification
- DA Special Request
- DA Request to Hold Body
- DA Consent for Release

Case Categories
CHAIN OF EVIDENCE

This case category contains the following fields:

- Conveyance Used
- Driver
- Police Officer with Decedent
- Left Scene
- Arrived At
- Body Sealed in Compartment Number
- Sealed By
- Date Sealed
- Time Sealed
- Compartment Unsealed By
- Date Compartment Unsealed
- Time Compartment Unsealed

Case Categories
AUTOPSY

This case category contains the following fields:

- Autopsy Performed
- Autopsy No
- Autopsy Ordered By
- Certification Only (overview of body/no cutting)
- Psychological Autopsy
- Pathologist Name
- Coroners At Autopsy
- Investigating Agency Evidence Technician
- Case Detective
- Pathology Assistant
- Others with Coroners Permission
- Date of Autopsy
- Start Time
- Finish Time

Case Categories
PERSONAL PROPERTY

This case category contains the following fields:

- Secured At
- Secured by
- Medications
- Property Secured
- Property Released to

- Date Released
- Jewelry Left on Body
- Details
- Cash Inventory

Case Search

A CASEPOINT user will have different *Case Search* options depending on his or her role. A user only has access to cases entered for his or her organization.

CORONER CASE SEARCH

Figure 26 – Coroner Case Search options

✓ Enter information into the form (shown in Figure 26), then click **Submit** to view the search results
  • The search is NOT case sensitive

Case Status options (from Figure 26)	
Closed	Final Cause and manner of death determined
Inactive	Remains under investigation (cold case)
Open	Current ongoing investigation, waiting for final determination
Reopen	New information on previously closed case

✓ Verify you have located the correct case, then select an action from the drop down menu (details below)
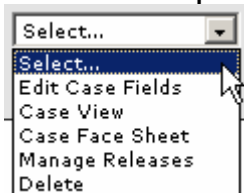
The following options are available for cases found using the Coroner Case Search:

Coroner Case Search: Action Menu Options
EDIT CASE FIELDS

✓ Selecting the **Edit Case Fields** action allows a user to edit existing case information and/or add new information to a case
  • Case fields simply refer to the specific types of information collected in each of CASEPOINT's case categories

✓ For descriptions of each of the CASEPOINT categories, see:
  • *Key Case Categories* beginning on page 18, and
  • *Supplemental Case Categories* beginning on page 34

Coroner Case Search: Action Menu Options
CASE VIEW

✓ Selecting the **Case View** option allows a user to:

- view a summary of information entered into each case category (Figure 27, A)

- change the case status (Figure 27, B)

- access case category, face sheet, and manage release functions (Figure 27, C)

- view a printable report of the case

Figure 27 – Case View, accessed through Coroner Case Search

Coroner Case Search: Action Menu Options
CASE FACE SHEET

- ✓ Please see "Case Face Sheet" on page 43 for details

Coroner Case Search: Action Menu Options
MANAGE RELEASE

- ✓ Please see "Manage Releases" on page 44 for details

Coroner Case Search: Action Menu Options
DELETE

- ✓ Selecting the **Delete** option for a case listed under a Coroner Case Search will prompt the following message:
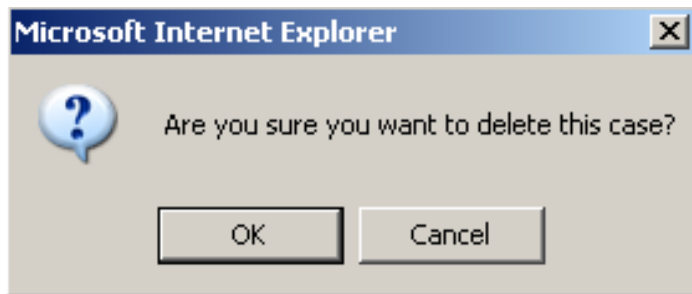
- ✓ Clicking **OK** will delete the case

LAB CASE SEARCH

Figure 28.1 – Lab Case Search options

- ✓ Enter information into the form (shown in Figure 28.1), then click **Submit** to view the search results
  - The search is NOT case sensitive

- ✓ Verify you have located the correct case, then proceed below

Viewing/Editing Lab Request Information

- ✓ From the drop down menu to the right of the search results, select **View/Edit Lab Requests**

- ✓ The case will open to the *Laboratory* case category

AGENCY CASE SEARCH

Figure 28.2 – Agency Case Search options

- ✓ Enter information into the Agency Case Search form (shown in Figure 28.2), then click *Submit* to view the search results
  - The search is NOT case sensitive

Note: If nothing is entered into the form shown above, the search will return all cases that have been released to your agency.

- ✓ Verify you have located the correct case, then select **Case View** from the action drop down menu (see Figure 28.3)

Figure 28.3 – Selecting Case View for an agency case release

Case Face Sheet

✓ Selecting the *Case Face Sheet* option creates an Adobe Acrobat (.PDF) printable version of the case information (see Figure 29)

✓ A user can access this feature when viewing a case from the menu bar, which runs along the left side of the website, or by selecting **Case Face Sheet** from the action drop down menu when performing a Coroner Case Search.

✓ From the Adobe Acrobat Viewer program, click the **Print** button to print a copy of the Coroner's Report

Figure 29 – Sample Case Face Sheet

Coroner's Report

Decedent Information

Name of Deceased John Doe	Sex M	Age 33	Date 12/17/1932	Day SAT	Month Dec	Notified By Paramedics		Case #
Address				Time Notified 01:23 AM			Time on Scene	
County Residence	DOB 12/31/1970		City/Town/Village		Manner of Death			
Occupation					Marital Status			

Next of Kin

Next of Kin	Address		Relationship to Deceased	Telephone

Death Information

County of Death	City/Town/Village of Death	County of Onset	City/Town/Village of Onset

Manage Releases

ME/Coroners use the *Release* function in CASEPOINT to share selected case information with appropriate State agencies such as DOT.

Coroners select from a group of predefined release types such as those listed below:

- **Initial Release Without Personal Identifiers**
  - Notified Date
  - Injury City
  - Notified Time
  - Injury County
  - Injury State
  - How Injury Occurred
  - Primary Reason for Report
  - Decedent Sex
  - Law Enforcement Related
  - Manner of Death

- **Initial Release <u>With</u> Personal Identifiers**
  - All fields listed above plus the following:
    - o Decedent Last Name
    - o Decedent First Name
    - o Middle Name
    - o Decedent Age

- **Final Release** (All Public Information)

Users will have the option to view the data fields that are included with each type of release. This will help them determine what release type to use. Also they can view the release history of any given case.

✓ Medical Examiners and Coroners must determine which agencies to release data to

✓ Releases are defined by the State Injury Administrator of CASEPOINT

RELEASING CASE INFORMATION TO AGENCIES

✓ Search for the case you wish to release using Case Search (details on page 37) or select the case from CASEPOINT's home page list of most recently modified cases

   o From the Search Results *Action* drop down menu, select **Manage Releases**

Figure 30 – Manage Releases (from Search Results)

- OR -
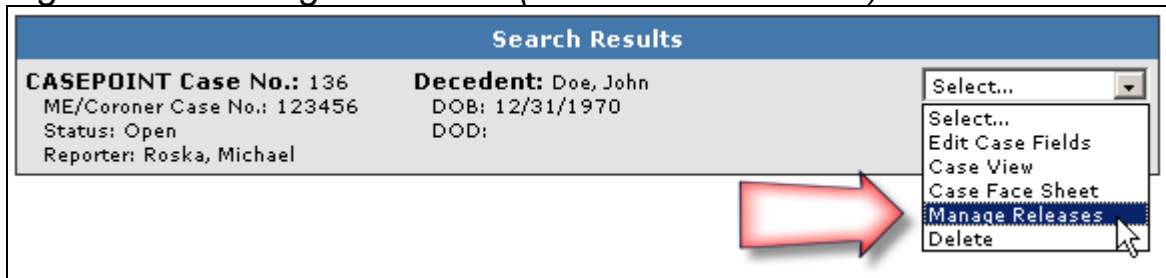
   o Click **Manage Releases** from the menu bar

Figure 31 – Manage Releases (from menu bar)
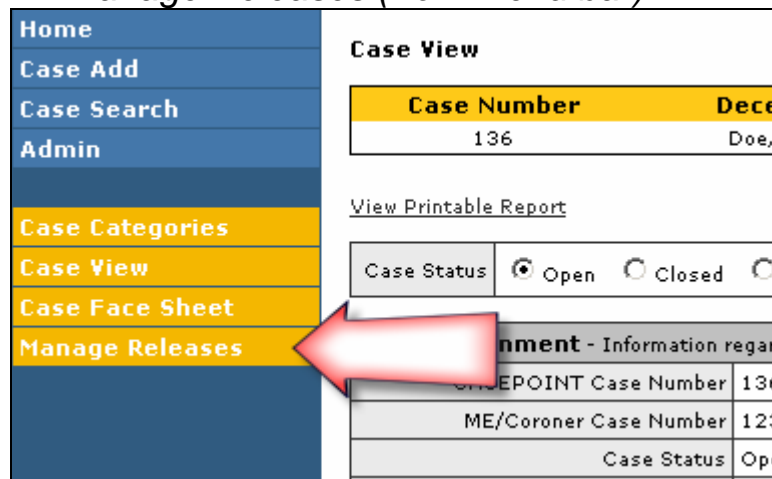
✓ Locate the **Release Add** box, then select a *Release Type* from the drop down menu
   o Click the *View This Release's Fields* link (shown in Figure 31) to see which fields will be included in the release

✓ Select an agency to which the results will be released, from the second drop down menu (i.e. Wisconsin Department of Transportation)

Figure 31 – selecting release options

✓ Click **Add Release**
   o The page reloads with a new *Release Summary*

Figure 32 – Release Summary

✓ The most recent release for a case will be available to the selected agencies through *Agency Case Search*
   o Agencies need to log in to CASEPOINT to view releases

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REVOKING RELEASES

✓ To revoke a previous case release, first search for the desired case using Coroner Case Search (details on page 37) and select *Manage Releases* from the available drop down menu options

✓ Locate the release you wish to revoke and click the *Revoke* link (shown circled on Figure 32 – previous page)

The following message will appear – click *OK*
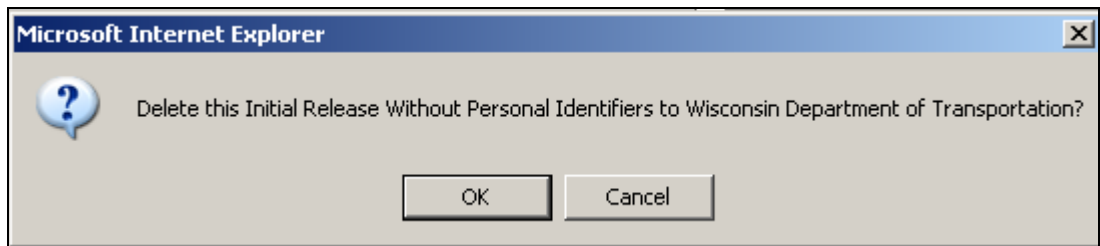
Admin Features

The *Admin* section of CASEPOINT allows users with administrative roles to do such things as manage the fields that comprise case releases, manage user roles, add and manage users and other management duties.

CASEPOINT Administration
USER ADMINISTRATION

- ✓ **If you are a Local ME/Coroner Administrator or Lead ME/C:**
    - o You are able to add new users who need to have access to case information
    - o You are able to manage access (modify or remove) for users in your group

- ✓ **If you are a Lab Administrator:**
    - o You are able to add new users who need to have access to laboratory case information
    - o You are able to manage access (modify or remove) for users in your lab

- ✓ **If you are an Agency Administrator:**
    - o You are able to add new users who need to have access to case release information
    - o You are able to manage access (modify or remove) for users in your agency

Adding Users

- ✓ To add a user to CASEPOINT click *Admin* from the menu bar options, then click *User Administration*

✓ Next, click the **Add New** link (shown in Figure 33)

Figure 33 – Adding a new user

✓ Enter search criteria to locate the employee who needs to be added (the user MUST be an approved Wisconsin Health Alert Network user with valid Wisconsin User ID (WAMS ID)), then click **Search**

Figure 34 – Searching for user to add

○ Click on the correct user's name in the *Results* box, then click the **Select** button (shown in Figure 34)

✓ Verify the *Role* is appropriate for the user (State Administrators only), then click the **Submit** button
  ○ The user is added and will now be able to log into CASEPOINT and access information specific to his or her role

Removing Users

✓ To remove an existing user from your group, return to **Admin > User Administration** then locate the user you wish to remove and click the *Remove* link

The following prompt will appear:
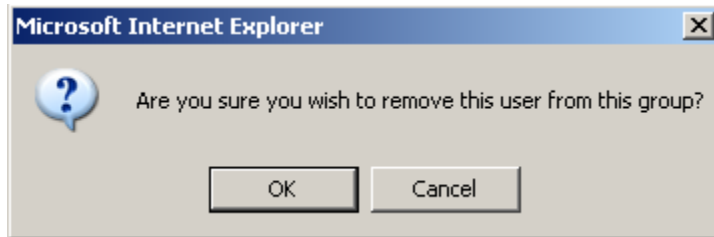
o Click **OK** to confirm
The user is removed

Index of Case Category Fields

* **Case Assignment** (page 19)

Case Assignment
- CASEPOINT Case Number
- ME/Coroner Case Number
- Case Status
- Notified Date
- Notify Day
- Notified Time
- Notified By   Agency Name
- Agency Address   Agency Telephone

- Reporter Name
- Reporter Title
- Reporter County
- Reporter Phone
- Hours Spent on Call
- Miles

Incident Information
- Primary Reason for Report
- Office Notes
- Cross Reference

* **Decedent Information** (page 22)

Decedent Information
- Decedent Last Name
- Decedent First Name
- Decedent Middle Name
- Decedent Name Suffix
- Decedent Race
- Decedent Ethnicity
- Decedent Sex
- Decedent Date of Birth
- Decedent Age
- Decedent State of Birth
- Decedent Marital Status
- Decedent SSN
- Decedent Drivers License Number
- Decedent is Homeless
- Decedent Phone Number
- Decedent Residence Address
- Decedent Residence City/Town
- Decedent Residence State
- Decedent Residence Zip
- Decedent Residence County
- Decedent Residence Country
- Decedent Residence Is Farm
- Decedent Highest Grade Completed
- Decedent Usual Occupation

- Decedent Usual Industry
- Decedent Current Employment Status
- Decedent Current Occupation
- Decedent Employer
- Decedent Veteran Status
- Decedent Pregnant?
- Decedent Next of Kin
- Next of Kin Relationship to Decedent
- Decedent Kin Address
- Decedent Kin City/Town/Village
- Decedent Kin State
- Decedent Kin Zip
- Decedent Kin Phone Number
- Decedent Date Kin Notified
- Decedent Time Kin Notified
- Kin Notified By
- Decedent Identified By
- Decedent Date of ID
- Decedent Time of ID
- Decedent Medical History

* Decedent Information – continued

Parents
- Mother Full Name
- Mother Address
- Mother City
- Mother Phone
- Mother Age
- Mother Race
- Mother Marital Status
- Father Full Name
- Father Address
- Father City
- Father Phone
- Father Age
- Father Race
- Father Marital Status

Primary Physician
- PP Name
- PP Notified
- PP Address
- City
- Phone

Day Care Provider
- DCP Name
- DCP Address
- City
- Phone

Siblings
- First Name
- Last Name
- Age

* Death Data (page 24)

Death Data
- Person Type
  - Suspect or Victim
- Victim Last Seen Date
- Victim Last Seen Time
- Place of death
- Place of Death Address
- Place of Death City
- Place of Death State
- Place of Death Zip Code
- Place of Death County
- Date of Death
- Time of Death
- Date Body Found
- Body Found by
- Pronounced By
- Pronounced date of death
- Pronounced time of death
- Additional Comments

Agencies/Personnel (page 25)

Agencies/Personnel
- Law Enforcement Related
- Death occurred as a result of apparent use of force by law enforcement
- Law enforcement agency name
- Secondary Agency
- Primary Officer Contacted
- Other Officers
- Time Notified
- Investigating Agency Case Number
- Law Enforcement Request to Hold Body
- EMS at Scene
- Time Notified
- Transport to hospital
- Resuscitative Efforts
- Hospital Conveyed To
- By
- Institution where victim died
- Fire Department at Scene
- Time Notified
- Additional Comments

* Laboratory (page 26)

Request for:	*Specimen:*
• Status • Last Updated • Subject ID • Lab Test Type • Submitter	• Specimen Type • Collected By • Date/Time Collected • Received By • Date Received • Specimen Condition • ***Results***

Disposition (page 34)

Disposition	*Organ/Tissue Donation*
• Decedent Released To • Livery Service Used • Date Released • Disposition of Remains • City • Disposition State • Embalming Permit Issued • Cremation Permit Issued	• Place of Death County • Date of Death • Time of Death • Date Body Found • Body Found by • Pronounced By • Pronounced date of death • Pronounced time of death • Additional Comments

Notification of DA (page 34)

Notification of DA	
• Name of DA Notified • Notification Date • Notification Time • DA Request for Autopsy	• DA Request for Medical Certification • DA Special Request • DA Request to Hold Body • DA Consent for Release

* Injury Information (page 31)

Injury Information	
• Place of Injury • Injured at Work • Date of Injury • Time of Injury • Injury Address • Injury City • Injury County • Injury State • Injury Zip Code • How Injury Occurred • Consumer Product Related Death • Motor Vehicle Involved in Death • Poison involved in death • Suffocation involved in death	• Instrument involved in death • Firearm involved in Death • Fall involved in death • Drowning/Submersion involved in death • Fire/Burn/Electrocution involved in death • Environmental Related Death *Wound Information* • Presence of wound • Number of wounds in victim • Additional Comments

* Injury Information – continued

Consumer Product
- Consumer product involved
- Machine/Equipment Type
- Manufacturer
- Model Year
- Year Made or Manufactured
- Model Name
- Model Number
- Serial Number
- Product Available
- Safety Equipment Used
- Was product used properly
- Recall in place
- Did product have appropriate safety label
- Additional Comments

Motor Vehicle
- Road/Weather Conditions
- Crash Type
- Primary Cause of Crash
- Vehicle Type Associated with this Decedent
- Vehicle Type
- Make/Model/Year of Vehicle Associated with Decedent
- Number of Vehicles
- Other Vehicles Associated with Incident
- Safety Devices Used
- Safety Devices Contributed to Death
- If Device Contributed, Device
- Decedent Deployed Airbag
- Decedent Airbag Type
- Position of Decedent Prior to Death
- Decedent Remained in Vehicle
- Investigating Agency
- Driver Had Graduated License
- Additional Comments

Poison
- Type of poison
- Poisoning the result of
- Place poison was stored
- Size of the pill ingested in mg
- Lower estimate of the number of pills ingested
- Upper estimate of the number of pills ingested
- Estimate of the amount of liquid poison ingested in ml
- Carbon monoxide detector was present
- Source of the carbon monoxide
- Additional Comments

Suffocation
- Cause of Suffocation
- While sleeping or in a sleeping environment
- Circumstance of Suffocation
- Additional Comments

Instrument – General
- Victim used a weapon
- Use of a weapon at time of incident
- Owner of Weapon
- Type of Instrument
- Additional Comments

Instrument – Firearm
- Firearm Data
- Type of Firearm
- Firearm Manufacturer
- Firearm Model
- Firearm Caliber
- Firearm Gauge
- Firearm Serial Number
- Number of Fatal Firearm Victims
- Number of Bullets that Hit the Victim
- Source of Gun
- Where was firearm stored
- Was the Gun Stored Locked
- Was the Gun Stored Loaded

* Injury Information – continued	

Instrument – Firearm (continued)
 • What safety features were on the firearm
 • Did person with weapon have history of firearm-related offense
 • Age of person handling firearm
 • Was the Youth Access to the Gun Authorized
 • Additional Comments
 	
 Fall
 • Reason for fall
 • Person fell from
 • Height of fall
 • Activity of person at time of fall
 • Object causing fall
 • Barriers in place
 • Additional Comments
 	
 Drowning
 • Place of Drowning/Submersion
 • Activity before Drowning
 • For boating, type of boat
 • Floatation device
 • Additional Comments
	Fire/Burn/Electrocution
	 • Type of incident
	 • Source of fire or burn
	 • Activity of person starting fire
	 • Were smoke detectors present
	 • Were smoke detectors installed and functioning properly
	 • For electrocution: cause
	 • Additional Comments
	
	 Environmental Related Death
	 • Environmental Exposure
	 • Chemical Name
	 • Explosion
	 • Cold
	 • Heat
	 • Physical Agent
	 • Biological
	 • Hyperthermia
	   ○ If yes, ambient temp in degrees Fahrenheit
	 • Hypothermia
	   ○ If yes, ambient temp in degrees Fahrenheit
	 • Clothing appropriate
	 • Additional Comments

Chain of Evidence (page 35)	
Chain of Evidence • Conveyance Used • Driver • Police Officer with Decedent • Left Scene • Arrived At • Body Sealed in Compartment Number	• Sealed By • Date Sealed • Time Sealed • Compartment Unsealed By • Date Compartment Unsealed • Time Compartment Unsealed

Autopsy (page 35)

Autopsy • Autopsy Performed • Autopsy No • Autopsy Ordered By • Certification Only (overview of body/no cutting) • Psychological Autopsy • Pathologist Name • Coroners At Autopsy	• Investigating Agency • Evidence Technician • Case Detective • Pathology Assistant • Others with Coroners Permission • Date of Autopsy • Start Time • Finish Time

* Manner and Cause of Death (page 31)

Manner and Cause of Death • Manner of Death • Immediate Cause of Death • 1st due to and consequences of • 2nd due to and consequences of • 3rd due to and consequences of • 1st and 2nd other significant conditions • Communicable or Bioterrorism Symptoms • Circumstances Lists • Unintentional Circumstances List • Rigor • Additional Comments *Suicide Circumstances* • Circumstances known • Suicide Circumstances List • Current depressed mood • Current mental health problem • Type of mental health illness treated • Current treatment for mental illness • Ever treated for mental illness • Alcohol dependence • Other substance dependence or abuse • Victim left a suicide note • Victim disclosed to another person their intention to commit suicide • Victim has a history of attempting suicide • Victim experienced a crisis within two weeks of the suicide, or a crisis was imminent within two weeks of the suicide	• Physical health problems appear to have contributed to the suicide • Problems with a current or former intimate partner that appear to have contributed to the suicide • Problems with family member, friend, or associate (other than intimate partner) that appear to have contributed to suicide • Job problems appear to have contributed to the suicide • Problem at school appear to have contributed to the suicide • Financial problems appear to have contributed to the suicide • Suicide of a family member or friend within the past 5 years appears to have contributed to the suicide • Death of a family member or friend within the past 5 years appears to have contributed to the suicide • Criminal legal problems appear to have contributed to the suicide • Legal (non-criminal) problems appear to have contributed to the suicide • Victim was a perpetrator of interpersonal violence within the past month • Suicide victim was a victim of interpersonal violence in the past month • Other specified problems contributed to the suicide • Other specific problem

* Manner and Cause of Death – continued

Homicide Circumstances	
- An argument over money or property led to the homicide - Jealousy or distress over intimate partners relationship or suspected relationship with another person led to homicide - Homicide is related to conflict between current or former intimate partners - Argument or other interpersonal conflict such as abuse, insult, grudge, or personal revenge that precipitated the killing - Drug dealing or illegal drug use is suspected to have played a role in precipitating the homicide	- Gang rivalry or gang activities that are suspected to have played a role in precipitating the homicide - The homicide was precipitated by another serious crime (e.g. drug dealing, robbery) - A crime was in progress at the time of the homicide - Homicide committed by law enforcement officer in the line of duty or by civilian in legitimate self-defense or defense of other - Other homicide precipitating circumstance

Personal Property (page 36)

Personal Property	
- Secured At - Secured by - Medications - Property Secured	- Property Released to - Date Released - Jewelry Left on Body - Details - Cash Inventory

* SIDS/Infant Death (page 31)

Infant Information	
- Birth weight - Birth order - Premature - Hospital of birth - List any complications noticed at time of birth - Describe routine health care since birth - Date of last visit to physician - Describe reason for visit	- Additional health care comments - First prenatal care visit - Total number of prenatal visits - Multiple birth - Primary Caregiver - Child height (feet/inch) - Child weight (pounds) - Number of child siblings in foster care - Additional Comments

Continued

* SIDS/Infant Death – Continued

Present Health Data
- CPR given
- By whom
- For how long
- Time of last feeding
- Known allergies
- Medications
- Ever treated for illness or injury
- Others recently ill in household
- Describe the 48 hours prior to the infants death
- Recent upper respiratory infections
- If yes, specify
- Other recent infections
- If yes, specify
- Resuscitative efforts

Scene Information
- Sleeping place
- Sleeping arrangements
- Describe objects present in the crib or near the infant
- If death occurred while child was sleeping or was in a sleeping environment
- Transported to hospital
- Child sleeping with person(s)/animal(s)
- Height of person sleeping with child
- Weight of person sleeping with child
- Location of child at time of death
- Temperature in room at time of incident
- Temperature outdoors at time of incident

Position of Infant
- Describe position of infant when last seen
- Position when found
- Usual sleep place
- Usual sleep position

Physical Appearance of Infant
- Nutrition
- Hydration
- Unusual markings
- Unusual Markings Description
- Lividity
- Lividity Description
- Describe infants clothing
- Describe general condition of room or house
- Other Household Members
- Informant
- Spouses Name
- Person responsible for supervision at time of death
- Person in charge of child asleep
- Relationship of supervisor to child
- Person in Charge Name
- Person in Charge Address
- Person in Charge Phone
- Persons in charge under influence of alcohol or drugs
- Other child fatalities associated with any of the persons above
- If yes, explain
- Investigation Follow up Notes

SIDS Information
- Is this a SIDS death
- Additional SIDS Comments

Fetus Information
- Gestational Age
- Stillborn or live birth but died as result of accident
- Cause of fetal death

* Case Narrative (page 32)

Case Files	Case Notes

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Questions/Comments

Please contact:

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NOTES: